

**Submitted:** 10/22/2013  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 906  
**MSA ID:** SE55-3090

**Page:** 1 of 2

## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Bookstore/August 2010 Receipts Box 1 of 3	1916	2	August 1-31 2010	1 cu ft.	10/22/2013	Shredding
2	Bookstore/Buy Back Refund Slips December 2010 Box 1 of 6	1916	3	December 1-31 2010	1 cu ft.	10/22/2013	Shredding
3	Bookstore/Buy Back Refund Slips Feb Mar April 2011 Box 3 of 6	1916	3	February 1-April 30 2011	1 cu ft.	10/22/2013	Shredding
4	Bookstore/Buy Back Refund Slips January 2011 Box 2 of 6	1916	3	January 1-31 2011	1 cu ft.	10/22/2013	Shredding
5	Bookstore/Buy Back Refund Slips June July August 2011 Box 5 of 6	1916	3	June 1-August 31 2011	1 cu ft.	10/22/2013	Shredding
6	Bookstore/Buy Back Refund Slips May 2011 Box 4 of 6	1916	3	May 1-31 2011	1 cu ft.	10/22/2013	Shredding
7	Business Office/Cashier's Office Contract Invoices 7/1/09-6/30/10(FY10) Box 1 of 1	1908	14	7/1/09-6/30/10	1 cu ft.	10/22/2013	Shredding
8	Bookstore/ Daily Financial Paperwork FY09-10 Box 1 of 4	1916	1	July1 2008-June 30 2009	1 cu ft.	10/22/2013	Shredding

### Destruction Certification

Allen S. Kogut

**Signature**

Records Retention Specialist

**Title**

10/22/2013

**Date**

**Submitted:** 10/22/2013  
**Jurisdiction:** Anne Arundel County  
**Agency:** Community College  
**Division/Unit:** Document Services/Records Retention

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 906  
**MSA ID:** SE55-3090  
**Page:** 2 of 2

## Proposal and Certificate of Records Disposition

9	Bookstore/ Daily Financial Paperwork FY10 Dec-June 10 Box 2 of 4	1916	1	December 1 2009- June 30 2010	1 cu ft.	10/22/2013	Shredding
---	---	------	---	----------------------------------	----------	------------	-----------

### Destruction Certification

Allen S. Kogut

**Signature**

Records Retention Specialist

**Title**

10/22/2013

**Date**